



## NEBRASKA STATE RECORDS BOARD

### MINUTES

#### Meeting of February 8, 2012

##### **Agenda Item 1. CALL TO ORDER, ROLL CALL**

The meeting of the Nebraska State Records Board was called to order by Chairman John A. Gale at 9:05 A.M. on February 8, 2012, in Room 1507 of the State Capitol, Lincoln, Nebraska.

A Roll Call was taken. The following Board members were present:

John A. Gale, Secretary of State, State Records Administrator and Chairman;  
Brenda L. Decker, representing the Governor;  
Michael D. Foley, Auditor of Public Accounts;  
Don Stenberg, State Treasurer;  
Scott Keene, representing the Insurance Industry;  
Leslie S. Donley, representing the Attorney General;  
Carlos Castillo, Director of Administrative Services;  
Julie A. Beno, representing Libraries;  
Brian Buescher, representing the Legal Profession;  
Mike Konz, representing the Media;  
Ryne D. Seaman, representing the Banking Industry

Absent:

Timothy Loewenstein, representing the General Public

Staff in attendance:

Cathy Danahy, Executive Director;  
Colleen Byelick, Legal Counsel;  
Tracy Marshall, Recording Clerk

##### **Agenda Item 2. ANNOUNCEMENT OF NEBRASKA OPEN MEETINGS ACT**

Chairman Gale announced that in accordance with the Nebraska Open Meetings Act, reproducible written materials to be discussed at the open meeting and a copy of the Nebraska Open Meetings Act are located to the right of the public seating area.

##### **Agenda Item 3. NOTICE OF HEARING**

Chairman Gale announced public notice of the meeting was duly published in the Lincoln Journal Star on January 7, 2012 and on the state's website Public Meeting Calendar. The public notice and proof of publication relating to the meeting will be attached to and made a part of the meeting minutes.

##### **Agenda Item 4. ADOPTION OF AGENDA**

Ms. Donley moved to adopt the agenda as presented; seconded by Mr. Foley.

Voting For:                      Beno                      Buescher                      Castillo                      Decker                      Donley

	Foley Stenberg	Gale	Keene	Konz	Seaman
Voting Against:	None				
Absent:	Loewenstein				

The motion carried.

**Agenda Item 5. APPROVAL OF MINUTES**

Chairman Gale asked for a motion to approve the minutes of the October 26, 2011 meeting. Ms. Beno moved to approve the minutes; seconded by Mr. Foley.

Voting For:	Beno Gale	Buescher Keene	Decker Konz	Donley Stenberg	Foley
Voting Against:	None				
Not Voting:	Castillo	Seaman			
Absent:	Loewenstein				

The motion carried.

**Agenda Item 6. PUBLIC COMMENT**

Chairman Gale asked the members of the audience if anyone wished to come forward to provide public comment on any of the agenda items. No audience member indicated a desire to provide public comment.

**Agenda Item 7. CHAIRMAN'S REPORT**

**Agenda Item 7.a. AGREEMENTS & ADDENDA**

**Agenda Item 7.a. 1. Electronic Government Service Level Agreements between Nebraska Interactive, LLC, the NE State Records Board and the following:** NE Brand Committee (signed 01/26/2012), Dakota County (signed 11/22/2011), Garfield County (signed 12/19/2011) and Knox County (signed 01/26/2012). All signed by Chairman Gale pursuant to Board authority.

Mr. Brent Hoffman, General Manager, Nebraska Interactive, LLC explained the Electronic Service Level Agreement between Nebraska Interactive, LLC, the Nebraska State Records Board and the identified government agencies.

**Agenda Item 7.a. 2. Addenda to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board.** Addendum One – PayPort service for the following: Dakota County Treasurer (signed 11/22/2011); Garfield County Treasurer (signed 12/19/2011); and Knox County Treasurer (signed 01/26/1012). All signed by Chairman Gale pursuant to Board authority.

**Revised Addenda to the Electronic Government Service Level Agreement between Nebraska Interactive, LLC, the NE State Records Board.** Revised Addendum – PayPort service for the following: Arthur County Court (signed 11/22/2011); Arthur County Treasurer (signed 11/22/2011); Blaine County Treasurer (signed 11/22/2011); Cheyenne County Treasurer (signed 11/22/2011); City of Bellevue (signed 12/19/2011); Custer County Treasurer (signed 11/22/2011); Douglas County Clerk (signed 12/19/2011); Dundy County Treasurer (signed 12/19/2011); Howard County Treasurer (signed 11/22/2011); Keith County District Court (signed 11/22/2011); Lancaster County Clerk (signed 1/22/2011); Logan County

Treasurer (signed 11/22/2011); McPherson County Treasurer (signed 11/22/2011); Valley County Treasurer (signed 11/22/2011); and Wheeler County Treasurer (signed 11/22/2011). All signed by Chairman Gale pursuant to Board authority.

Mr. Hoffman explained the new and revised PayPort Addenda.

**Agenda Item 8. NETWORK MANAGER OPERATIONS REVIEW  
SUBCOMMITTEE REPORT (John Gale, Chair)**

**Agenda Item 8.a Legislative Changes to the Records Management Act.**

Colleen Byelick, Legal Counsel, gave a report and discussed the current status of LB 719 – a bill to change and eliminate provisions of the Records Management Act, transmission of reports, and certain surcharge and convenience fees introduced by Senator Price. After the Government, Military and Veterans Affairs Committee hearing and subsequent meeting, Senator Price offered an amendment to LB 719. The amendment strikes the language regarding convenience fees. The bill advanced out of committee with the amendment. Ms. Byelick indicated the bill may be eligible for the consent calendar. She will contact Senator Price’s office and report back to the board.

**Agenda Item 9. EXECUTIVE DIRECTOR’S REPORT**

**Agenda Item 9.a. NSRB Cash Fund Balance Report**

Ms. Danahy presented the December 31, 2011 Cash Fund Balance report. Mr. Foley moved to approve the Cash Fund Balance Report; seconded by Mr. Seaman.

Voting For:	Beno	Buescher	Castillo	Decker	Donley
	Foley	Gale	Keene	Konz	Seaman
	Stenberg				

Voting Against: None

Absent: Loewenstein

The motion carried.

**Agenda Item 9.b. NSRB Grant Status Report**

Ms. Danahy presented the December 31, 2011 State/Local Grant Project Status Report.

**Agenda Item 10. ORIENTATION AND POLICIES/GUIDELINES SUBCOMMITTEE  
(Julie Beno, Chair)**

**Agenda Item 10.a. Approve grant application changes**

Ms. Beno summarized the changes distributed to the Board members to the grant application recommended by the Grant Review Committee. Mr. Stenberg moved to approve the changes to the grant application; seconded by Ms. Decker.

Voting For:	Beno	Buescher	Castillo	Decker	Donley
	Foley	Gale	Keene	Konz	Seaman
	Stenberg				

Voting Against: None

Absent: Loewenstein

The motion carried.

**Agenda Item 10.b. Approve grant program to open for FY12-13 and total amount available for grants**

Ms. Beno reported FY11-12 total grant amount budgeted was \$250,000. The Grant review Committee recommended the budget amount remains at \$250,000 for FY12-13. After discussion, Ms. Donley moved to set the FY12-13 total grant amount limit at \$250,000; seconded by Mr. Keene.

Voting For:	Beno Foley Stenberg	Buescher Gale	Castillo Keene	Decker Konz	Donley Seaman
Voting Against:	None				
Absent:	Loewenstein				

The motion carried.

**Agenda Item 10.c. Approve maximum individual grant amount for FY 12-13 awards**

Ms. Beno reported the current maximum amount per grant is \$25,000. A larger maximum amount per grant for larger projects was discussed. Chairman Gale directed the Grant Review Committee to study the history of larger monetary grants awarded and recommend to the board possible options for making these types of grants available after this granting period. The board agreed to leave the maximum amount for grants at \$25,000 for the FY 12-13 grant period. Ms. Beno announced the State Records Board Grants website will be updated tomorrow announcing the FY12-13 grant period and the deadlines associated. Due dates for these grants will be April 9, 2012 and grants awarded at the July 25, 2012 regular board meeting. She also announced there will be no changes to the GIS Supplemental Questionnaire for GIS grants for the FY12-13 grant period. A new GIS Director has been hired and will review the questionnaire and make recommendations for any changes necessary for the FY 13-14 grant period.

**Agenda Item 11. NEBRASKA.GOV REPORTS****Agenda Item 11.a. General Manager's Report**

Mr. Brent Hoffman, General Manager, Nebraska.gov presented the General Manager's Report.

**Agenda Item 11.b. Project Priority Report**

Mr. Hoffman gave the Project Priority Report. Mr. Buesher moved to approve the Project Priority Report; seconded by Ms. Beno.

Voting For:	Beno Foley Stenberg	Buescher Gale	Castillo Keene	Decker Konz	Donley Seaman
Voting Against:	None				
Absent:	Loewenstein				

The motion carried.

**Agenda Item 11.c. Approve 2012 Business Plan**

Mr. Hoffman presented the 2012 Business Plan. Mr. Foley moved to approve the Project Priority Report; seconded by Mr. Keene.

Voting For:	Beno	Buescher	Castillo	Decker	Donley
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	Foley Stenberg	Gale	Keene	Konz	Seaman
Voting Against:	None				
Absent:	Loewenstein				

The motion carried.

**Agenda Item 11.d. Demonstrate Application for Sarpy County Treasurer Real Estate Tax Payments**

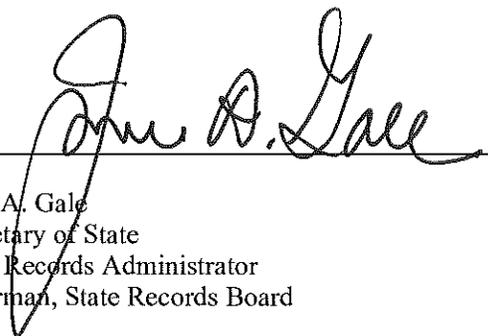
Mr. Hoffman gave a PowerPoint presentation showing the Sarpy County Treasurer website providing real estate tax payments. After discussion, Chairman Gale recommended the Network Operations Manager Review subcommittee meet to discuss how online credit card and e-check payments should be presented on websites. The subcommittee will meet and make recommendations to the board.

**Agenda Item 12. DATE FOR NEXT MEETING**

Chairman Gale announced the next NE State Records Board meeting will be held on Wednesday, April 11, 2012 at 9:00 A.M. in Room 1507, State Capitol Building, Lincoln, Nebraska.

**Agenda Item 13. ADJOURNMENT**

Ms. Donley moved to adjourn the meeting; seconded by Mr. Keene. All members present signified by saying "aye". Chairman Gale declared the meeting adjourned at 11:30 a.m.



John A. Gale  
Secretary of State  
State Records Administrator  
Chairman, State Records Board

4/11/12

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Date